



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Financial Analyst II
Posting Number	PN# 103819
Department	Houston Airport System
Division	Finance
Section	Various *
Reporting Location	16930 JFK Boulevard *
Workdays & Hours	Varied, normally M – F*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs technical work of average complexity involving analysis of financial statements and reports, preparation of work papers, schedules, graphs, charts and reports. Develops interpretations and provides recommendations to management. Advises department representatives in the review and evaluation of selected financial reports. Performs other duties and special projects as requested.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; walk, sit and/or work at computer terminal for extended periods; lift, pull or push physical objects and able to lift up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; and adjust to interruptions and changes. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of professional experience in finance, budget analysis, economics or a closely related field. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for the experience requirement.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Strong computer skills with strong working knowledge of Excel. Strong understanding of financial accounting principles and concepts. Strong analytical ability.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18	
\$1,230.00 - \$1,417.00 Biweekly	\$31,980.00 - \$36,842.00 Annually

OPENING DATE

MARCH 30, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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